



CRITICAL AREA PERMIT APPLICATION (ADMINISTRATIVE) CHECKLIST

Applications will be scheduled for consideration by the City Council only after all required materials have been submitted. Application submittal deadlines are available on the city's website or by contacting the City of Mendota Heights. **Late or incomplete applications will not be put on the agenda.**

Office Use Only:

Case #: _____

Applicant: _____

Address: _____

City Code Section 12-3-5.D.

In the case of a minor development and/or change involving a single-family dwelling, and if the site plans conform to the standards of the critical area overlay district, the city administrator shall bring the request to the attention of the city council at its next regular meeting following receipt of an application for critical area ordinance consideration. The city council shall review such request and may, if it so determines, exempt the applicant from complying with any unduly burdensome requirements of this chapter.

Projects eligible for the exemptions of this paragraph include, but are not limited to, minor building additions, decks, fences, accessory storage sheds, landscaping and similar structures. Proposed projects and sites must comply with the following conditions:

1. No part of the subject property shall have slopes of greater than eighteen percent (18%).
2. No part of the subject property shall be within forty feet (40'), whether on the same parcel or on abutting parcels of any area defined as a bluff by this chapter, or any area with slopes greater than forty percent (40%).
3. The proposed project shall not expand the enclosed area of the principal or accessory structures by more than one hundred forty four (144) square feet.
4. The proposed project shall not increase the height of any existing structure.
5. The proposed project shall be in compliance with all other requirements of this chapter, and any other applicable regulations.
6. The proposed project shall not result in changes to the existing finished grade.

APPLICATION REQUIREMENTS

APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL – or PROVIDE A REASONABLE EXPLANATION AS TO WHY THEY ARE CHECKING “N/A - NOT APPLICABLE”

- Submit ONE (1) electronic copy and TWO (2) hard copies (full-size/to-scale) of all required plans.

The following materials must be submitted for the application to be considered complete:

- Fee, as included in current Fee Schedule (check payable to City of Mendota Heights).

[NOTE: Planning Application fees do not cover building permit fees, utilities, or other fees which may be required to complete the project.]

- Completed Application Form
- Letter of Intent
- Site Plan

Site Plan (may include multiple sheets):

- Location of the property, including such information as the name and numbers of adjoining roads, railroads, existing subdivisions, or other landmarks.
- Existing topography as indicated on a contour map having a contour interval no greater than two feet (2') per contour; the contour map shall also clearly delineate any bluff line, all streams, including intermittent streams and swales, rivers, water bodies, and wetlands located on the site.
 - N/A (explain: _____)
- A plan delineating the existing drainage of the water setting forth in which direction the volume, and at what rate the stormwater is conveyed from the site in setting forth those areas on the site where stormwater collects and is gradually percolated into the ground or slowly released to stream or lake.
 - N/A (explain: _____)
- A description of the soils on the site including a map indicating soil types by areas to be disturbed as well as a soil report containing information on the suitability of the soils for the type of development proposed and for the type of sewage disposal proposed and describing any remedial steps to be taken by the developer to render the soils suitable. All areas proposed for grading shall be identified by soil type, both as to soil type of existing topsoil and soil type of the new contour. The location and extent of any erosion areas shall be included in the soils description.
 - N/A (explain: _____)

- Description of the flora and fauna, which occupy the site or are occasionally found thereon, setting forth with detail those areas where unique plant or animal species may be found on the site.
 - N/A (explain: _____)
- Description of any features, buildings, or areas which are of historic significance.
 - N/A (explain: _____)
- Map indicating proposed finished grading shown at contours at the same intervals proposed above or as required to clearly indicate the relationship of proposed changes to existing topography and remaining features.
 - N/A (explain: _____)
- Landscape plan drawn to an appropriate scale including dimensions, distance, location, type, size, and description of all existing vegetation, clearly locating and describing any vegetation proposed for removal and all proposed landscape materials which will be added to this site as part of the development.
 - N/A (explain: _____)
- Proposed drainage plan of the developed site delineating in which direction, volume, and at what rate stormwater will be conveyed from the site and setting forth the areas of the site where stormwater will be allowed to collect and gradually percolate into the soil, or be slowly released to stream or lake. The plan shall also set forth hydraulic capacity of all structures to be constructed or existing structures to be utilized, including volume or holding ponds and design storms.
 - N/A (explain: _____)
- Erosion and Sedimentation Control Plan indicating the type, location, and necessary technical information on control measures to be taken both during and after construction including a statement expressing the calculated anticipated gross soil loss expressed in tons/acres/year both during and after construction.
 - N/A (explain: _____)
- Proposed size, alignment, height, and intended use of any structures to be erected or located on the site.
 - N/A (explain: _____)
- Clear delineation of all areas which shall be paved or surfaced including a description of the surfacing material to be used.
 - N/A (explain: _____)

Description of the method to be provided for vehicular and pedestrian access to the proposed development and public access to the river and/or public river view opportunities both before and after development; a description of the development's impact on existing views of and along the river.

N/A (explain: _____)

Description of all parking facilities to be provided as part of the development of the site including an analysis of parking needs generated by the proposed development.

N/A (explain: _____)

Delineation of the area or areas to be dedicated for public use.

N/A (explain: _____)

Delineation of the location and amounts of excavated soils to be stored on the site during construction.

N/A (explain: _____)

Any other information pertinent to that particular project which in the opinion of the City or applicant is necessary or helpful for the review of the project.

